Asset and Inventory Management

Section I (d)

Policies

(a) The Integrated Public Safety Commission staff will implement and maintain an asset and inventory process.

(b) Where possible all Hoosier SAFE-T equipment will have an asset tag created and applied indicating relevant information as to agency ownership, site and relative location within the communications building.

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1) Background

In keeping with State Board of Accounts requirements for managing agency assets, IPSC staff has prepared a Inventory/Asset Tag process to record and identify all infrastructure and agency subscriber equipment related to Project Hoosier SAFE-T.

2) Process

Motorola, Inc., provides IPSC with the equipment configuration lists prior to "staging" at Motorola in Schaumburg, IL. At the time, asset tags will be created by IPSC staff. During demonstration phase at CCSI, IPSC staff will inventory and place asset tags on each item before it is re-packaged for shipping to the field.

Agency asset tags will be created and applied to each component level piece of equipment that will be installed into racks during the staging and setup. Following the demonstration at CCSI, IPSC staff will conduct an inventory of all equipment and apply the asset tags. Where possible, the asset tags will be applied to the rear panel of each item inventoried.

3) Asset Identification

Each Asset Tag will contain the Agency, Site and Location of a particular piece of equipment. Equipment such as generators, buildings, UPS and antennae systems will be identified using an abbreviated alpha description.

The following format for asset tag will be used:

AGN_ SITE #_LOC_ITEM #

286_27_1_000001

Where **AGN** is the Agency Number,
Where **Site #** is the Communications Site Number provided by Motorola
Where **LOC** is the Rack and Row number
Where **ITEM #** is the position or location on the rack, e.g., IR Channel 1 through 5

If the item to be tagged is other than infrastructure radio equipment, the LOC field on the asset tag will be replaced with the following:

GENR - generator
BLDG - communications building
UPS   - uninterruptible power supply
ANTSYS - antenna system